STATE OF GEORGIA

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1 .Application Date	1051	RUCTIONS: See se	parate instructions f	or completion of	FOR RECORDS MANAGEME	NT DIVISION USE	
10-15-71			le form. Sign origina		Date Received	Application No.	Date Completed
2 . Agency Application Mc			st of Archives and His		JUL 2 6 1972	2 14 11	1 2 7 1972
GDPH	Reco	rde Management Offic	per.	0 <b>t</b>	JUL 26 1912	F-11 30	L C [ 1914
3 AGENCY, Division, Sub					Person to Contact		
_	-	f Public Hea	1th			_	
Vital Reco					Mr. M. G1		•
4/ ITINITY	Avenue, S	• W •	•	'	5. Working Title Director	6.1	1. To.
					priector		656-4750
7.ACTION REQ							
		SITION STATE		L 1	OSE OF PRES: URTHER ACCUI		· · · · · · · · · · · · · · · · · · ·
8 Inclusive Dates	[9.	EXACT SERIES TITLE					
1964 <b>-</b> Pre		Court Ord		,			
10. What function perform	ed resulted in co	reation of this serie	es		,		
,							
Vital Reco	rds Servic	e is ordered	by the court	to accept	and file cer	tificates of	: :
birth, or	death as s	tated by the	court. The	certificat	esate accepte	d and filed	and
court case	is kept o	n hand.		1	or <del>Q</del> ito more pro-		
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11 DESCRIPTION OF SERIES	- Include Form	No. & Form Title, if	any				
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This corto	e consist	of least set	itions by sev			-	. £41.
delaved ce	- consist rtificates	of Birth D	eath or chang	re a Delane	g Vital Recor d Certificate	u service to	rtte
:			or chang	, a seraje	- OCT PITTOUSE	OI DILLUI	
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12. EQUIPMENT OCC	UPIED	No. of Dravers	Cu. Ft. of Records	<del>/_                                    </del>		Wo. of Drawers	Cu. Ft. of Records
				ANNUAL RATE	B OF ACCUMULATION		
Letter-size Fil	e Dravers	,		·			
Legal-sise Fil	Dravers	2	3	Floor Space Occ	cupied (Square Feet)	In Office(s)	In Storage Area(s)
	- •	l 4	1 3 · 1		= '	/	I

By Annual Accumulation

AVERAGE DAILY REFERENCES

3

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	QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain		YES -	NO
13.	3. Is this the Record Copy of the series?	h	×	[]
14.	4. Is there a duplication of this series in another office or age	ncy?	[x]	[]
15.	Superior Court Office 5. Is the information contained in this series ever summarized or	published?	[]	
16.	6. Does the series contain classified information requiring secur	ity handling?	$\mathbf{x}$	[]
17.	7. Does the series document policies and procedures of agency's of As the court prescribes by law	peration or function?	₽J	[]
18.	8. Could the function be performed if the files were lost or dest	royed?	[x]	[]
19.	But with legal com plications 9. Is the series (or major portion of it) regularly microfilmed?	If yes, why?	[]	[x]
20.	0. Does the record series provide data as input to an EDP file?	er a sayer		$\mathbb{R}$
21.	1. Does the record series contain documentation produced as EDP p	rintout?	[]	[8]
22.	2. Is the series affected by Federal or grant funds?		[]	[ <del>x</del> ]
23.	3. Will there be a need for these records 10, 15 years from now?  Legal matters pertaining to-Vital Records		( <del>X</del> )	[]
2),				
	4. REQUIREMENTS. The following requires the files to be kept_per			
a.	a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[x]ADMIN LAW LIMITATION PERIOD LAW DECIS	ISTRATIVE f.[]HISTO ION VALUE	RICAL	
	(Cite Law, Statute, or other reason for the retent			
		•		
	Mr. M. Glenn Fox - to abide by interpretation of Vital Records	s Law. 88-17		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file			
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - KACALENDAR YEAR -[]FISCAL YEAR -[]OTHER		the en	
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - KRCALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.	series be cut off at		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - KKCALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ yea	series be cut off at		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CACALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ yeal []Destroy.  2 []Transfer to records center; hold yeal []Destroy.	series be cut off at r(s), then:		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files areamonth(s)/yeal []Destroy.  2 []Transfer to records center; holdy	series be cut off at r(s), then:		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - A.[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files areamonth(s)/year  1 []Destroy.  2 []Transfer to records center; holdy  a []Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (oryear(s) after	series be cut off at r(s), then: ear(s), then: to Archives;		
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ yeal []Destroy.  2 []Transfer to records center; hold yeal []Destroy.  b []Transfer historical material destroy remainder.	series be cut off at r(s), then: ear(s), then: to Archives; audit).	,then	1 <b>:</b>
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25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - KACALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ year  1 []Destroy.  2 []Transfer to records center; hold year[]Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (or year(s) after  C. MHold in current files area year(s), then transfer historical material destroy remainder.	series be cut off at r(s), then: ear(s), then: to Archives; audit). er to Archives perman	,then	1 <b>:</b>
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files areamonth(s)/year	series be cut off at r(s), then: ear(s), then: to Archives; audit). er to Archives perman ite additional remark	,then	1 <b>:</b>
25·	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - [A]CALENDAR YEAR - []FISCAL YEAR - []OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ yea   1 []Destroy.  2 []Transfer to records center; hold y   a []Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (or year(s) after   C. MHold in current files area indefinitely.  D.[]Hold in current files area year(s), then transf   E.[]Other	series be cut off at r(s), then: ear(s), then: to Archives; audit). er to Archives perman ite additional remark	ently.	1 <b>:</b>
25.	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - RCALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ year all []Destroy.  2 []Transfer to records center; hold year all []Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (or year(s) after c. Middle in current files area indefinitely.  D.[]Hold in current files area year(s), then transfer files area year(s), then transfer files area year(s).  (Indicate briefly rationale for recommendations above/or we have a supported for Division Date for Description Date of the supported for Division Date of the supported for Date of the support	series be cut off at r(s), then: ear(s), then: to Archives; audit). er to Archives perman ite additional remark  SSIBLE) Records Management off	ently.	1:
<b>3</b> 6	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - MCALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ year 1 []Destroy.  2 []Transfer to records center; hold year 2 []Destroy after audit (or year(s) after c. MHold in current files area indefinitely.  D.[]Hold in current files area year(s), then transfer for recommendations above/or with the file of th	series be cut off at r(s), then: ear(s), then: to Archives; audit). er to Archives perman ite additional remark  SSIBLE) Records Management off 77.72 Venalle, W.D.	ently.	1:
300 Re	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ year all []Destroy.  2 []Transfer to records center; hold year all []Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (or year(s) after c. []Hold in current files area indefinitely.  D.[]Hold in current files area year(s), then transfer for recommendations above/or with the property of the propert	series be cut off at  r(s), then:  ear(s), then:  to Archives;  audit).  er to Archives perman  ite additional remark  SSIBLE)  Records Management off  ACT 272  Venalle M.D.  AXXXXX Dept. of Audit	ently.	1:
300 Re	5. AGENCY RECOMMENDATIONS. This agency recommends that the file of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  A.[]Destroy immediately after cut off.  B.[]Hold in current files area month(s)/ year 1 []Destroy.  2 []Transfer to records center; hold year 1 []Destroy.  b []Transfer historical material destroy remainder.  3 []Destroy after audit (or year(s) after c. Mind in current files area indefinitely.  D.[]Hold in current files area year(s), then transfer for recommendations above/or with the file of t	series be cut off at  r(s), then:  ear(s), then:  to Archives;  audit).  er to Archives perman  ite additional remark  SSIBLE)  Records Management off  ACT-72  Venalle, M.D.  ARRAGER Dept. of Audit	ently.  S):  Date  Date  Date	1:

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## STATE OF

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

see separate instruction of this form. Sign origonartment of Archives and tofficer.  Address Health  STANDARD; O ACCUMULATE  TITLE  Order File	final and two co	JUL 2  4. Person to  Mr.  5. Working 7  Direct	M. Glenn For	on No. Date Completed
ortment of Archives and tofficer.  Address Health  STANDARD; O ACCUMULATE  TILE  Order File	Pistory, Attent	Mr. 5 Working 7 Direct	M. Glenn For	JUL 2 7 197   K  6. ***1. ***. 656-4750  CCUMULATION;
STANDARD; O ACCUMULATE Order File	DI	Mr. 5 Working 1 Direct	M. Glenn For	K 6. Tel. Ho. 656-4750 CCUMULATION;
Health  STANDARD; O ACCUMULATE  TILE  Order File		Mr. 5 Working Direct	M. Glenn For	K 6. Tel. Ho. 656-4750 CCUMULATION;
Health STANDARD; O ACCUMULATE Order File		Mr. 5 Vorking 1 Direct	M. Glenn For	6. Tel. No. 656-4750 CCUMULATION;
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O ACCUMULATE Order File		5. Working ? Direct	present AC	6. Tel. No. 656-4750 CCUMULATION;
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12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of	Drawers	Cu. Pt. o	f Records
	Letter-size Pile Drawers	,		ABNUAL RATE OF ACCUMULATION			,	
	Legal-size File Dravers	2	3	Floor Space Occupied (Square Feet)	In Oct	ice(s)		e Arez(s)
				By Annual Accumulation	This Year's	Last Tear's	Preceding Year's	
				AVERAGE DAILY REPERENCES	3	1	1	1

	QUESTIONNAIRE Place an	"x" in the proper column.	If answer is "YES," pleas	se explsin		YES	NO
13.	Is this the Record	Copy of the ser	ies?	• •		M	[]
14.	Is there a duplicat	· ·	ies in another of	fice or agency?		x	[]
15.	Is the information		is series ever su	ummarized or publish	ned?	[]	[x]
16.	Does the series con-	tain classified	information requ	uiring security hand	lling?	[x]	[]
17.	Does the series doc As the court prescr	_	and procedures of	agency's operation	or function	[x]	[]
18.	Could the function But with legal com	be performed if	the files were ]	lost or destroyed?		[x]	[]
19.	Is the series (or m	ajor portion of	it) regularly mi	crofilmed? If yes	, why?	[]	[x]
20.	Does the record ser	ies provide data	a as input to an	EDP file?		[]	[ <del>X</del> ]
21.	Does the record ser	ies contain doc	umentation produc	eed as EDP printout	<b>}</b>		<b>€</b> 3
22.	Is the series affect	ted by Federal	or grant funds?		•	[]	[¥]
23.	Will there be a need Legal matters perta		· ·		•	[%]	[]
24.	REQUIREMENTS. The	following requi	res the files to	be kept <u>Permanent</u>	years:	•	
a.	[]STATE b.[]STATUTI LAW LIMITA (Cite Lo	TION PERIO	DD LAW	e. MADMINISTRATIVE DECISION required the retention requirements.	VALUI		,
	Mr. M. Glenn Fox -	to abide by int	erpretation of V	ital Records Law. 8	8-17		,
25.	AGENCY RECOMMENDATION of each - XXCALENDA				e cut off at	the e	
ı	A.[]Destroy immedia	tely after cut	off.	, ,			
				/year(s), th			
	2	[]Transfer to r a []Dest	ecords center; ho	oldyear(s),	then:		
			Transfer historio destr <i>o</i> y remainden	cal material to Arch	nives;		
		stroy after aud	it (oryea	ar(s) after audit).			
	C. MHold in current D.[]Hold in cur E.[]Other	riles area ind rent files area	efinitely. year(s),	then transfer to A	rchives perma	nently	•
	(Indicate briefl	y rationale for	recommendations	above/or write add	itional remari	ks):	
		/_					
25.	Application pays fry	Accordendation present	Approved	ES WHEN POSSIBLE	Records Management On	ficer	Date
<u>/X</u>	ly W. Xwalls	Hugh 121	400 Clay 11/6	THAM 46777		Date	
R	Zaammanda ***		•		1. A [1]		
	Écommendations	[]Approved	[]Diaphioted	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Dept. of Audi	}	
iı	n Paragraph 25	Approved	[]Diaphioted	MINISTER STATE / Design	Dept. of Audi ~	ts Date	6-72-
iı			[]Disapproved []Disapproved	Secretary of State / Design	Dept. of Audi	ts Date	672- 25-72